

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: LANGUAGE TESTING ANALYST, COURT INTERPRETERS PROGRAM
(LINGUISTICS ANALYST)

LOCATION: SAN FRANCISCO, CA

JOB REQUISITION: 2964

OVERVIEW

The Judicial Council of California, Administrative Office of the Courts (AOC) is accepting applications for the position of Language Testing Analyst in the Court Interpreters Program (CIP) of the Executive Office Programs Division (EOP). The successful candidate will perform a full range of analytical duties associated with providing language testing and test development advice to the program, and monitoring the work of the language testing and development contractors who develop and administer California's court interpreter proficiency examinations in English and twelve other designated languages.

The Court Interpreters Program (CIP) Unit seeks to improve court interpreter services and administration to ensure that the state's courts provide qualified spoken language interpreters to non-English-speaking persons and the hard-of-hearing. The CIP unit provides statewide coordination and program development for interpreter testing, certification and registration, professional education and recruitment.

The unit also staffs the Judicial Council's Court Interpreters Advisory Panel, as well as several advisory subcommittees focusing on court interpreting issues.

RESPONSIBILITIES

- Prepares reports and recommendations for changes to the court interpreters testing program;
- Monitors and manages vendor performance under the statewide contract for the administration of the California court interpreters testing program, and other contracts related to language testing;
- Develops requests for proposal and contract deliverables for contracts related to language testing and test development;
- Researches, analyzes, and evaluates the feasibility of test reciprocity with other states and governmental entities;
- Assists in developing court interpreters programs;
- Plans and conducts studies relative to assigned projects; prepares analytical reports with recommendations based upon the findings;
- Provides staff support to Judicial Council advisory committees relating to court interpreter projects; and
- Writes and prepares a variety of written materials, including memoranda, correspondence, agendas, and brochures.

QUALIFICATIONS

Possession of a bachelor's degree, preferably with major course work in linguistics, language acquisition or training, or cognitive science, and three years of professional analytical experience related to language testing and test administration. Knowledge of at least one language other than English is strongly preferred.

Possession of a directly related postgraduate degree in any branch of Linguistics may be substituted for one of the three years of required experience.

Knowledge of:

- Linguistics, including general knowledge of generative syntax, psycholinguistics, sociolinguistics, and typology;
- Interpretation and translation of languages;
- Test development and training related to language proficiency;
- Intercultural communications;
- Principles and techniques of project management and contract management;
- Problem-solving and conflict resolution methods and techniques;
- Principles and methods of data collection and statistical analysis;
- Principles and techniques of preparing effective oral presentations; and
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, analyze, organize, and administer language testing programs and projects;
- Gather data, analyze findings, reason logically, and prepare analytical reports and recommendations;
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets;
- Communicate effectively in English, orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of the work, including external contractors; and
- Use tact and discretion in dealing with those contacted in the course of the work.

HOW TO APPLY

To ensure earliest consideration of your application, please immediately, however this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/, and search for Job Req-2964, Language Testing Analyst. This position requires the submission of our official application and supplemental questions.

OR

To obtain a printed application, please download a copy from our website under the Special Access and Application Help section OR visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY & BENEFITS

SALARY RANGE: \$5,511-\$6,697 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year

- \$110 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(K) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**Supplemental Questionnaire
for
LANGUAGE TESTING ANALYST
Job Req #2964**

Your answers to this supplemental questionnaire must be returned with your application in order for your application to be considered for review. The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications. Your answers to all of the questions should be no longer than three pages in total. In each of your responses, please indicate for which employer you performed these functions.

1. Please describe your experience in a language testing position. Please be specific about the types of projects you have worked on and your duties. Include how many test-takers sat annually for the test or tests involved in your work.
2. Briefly describe any linguistic projects you have carried out, including graduate level academic research studies.
3. Please describe your experience developing or interpreting testing statistics and other statistics.
4. Briefly describe your experience in making presentations to individual decision-makers or policy-setting bodies.
5. Briefly describe any experience soliciting, negotiating, and/or managing vendor/consultant contracts or grants, including the size and complexity of the contracts/grants.
6. Please itemize the software applications you are familiar with, noting whether your experience is at the Beginner, Intermediate, or Advanced level for each program. Include word processing, spreadsheet, data base, graphical, and statistical programs you have used.